

MTU SPACE INVENTORY 2008

Instructions

1. Open the *Space Equipment Overview* page. Select your department and then hit the submit button. Click on the room number of the room you want to inventory.
2. **Action Items:**
 - a. Review your “Fatal” errors. (Under Construction) You will have to log into the Oracle database to obtain these errors. This error report will be your roadmap of what data needs to change. We have done our best to make the room error verbiage as user-friendly as possible.
 - b. Review the “WARNINGS.”
 - c. Show a Floor Map – (Under Construction) review the Telcom CAD drawing and compare to the room’s actual, physical layout.
 - d. Change occupants – This option allows you to add or delete room occupants.
 - e. Change Attributes – Review the attributes table for all the attributes of each room. The default for each attribute is “No” until the attribute is added.
 - f. Change indexes – this option allows you to add or delete room indexes.
 - g. Change functional percentages
 - h. Show Facilities Management CAD drawings. (Under Construction)
 - i. Mark this room survey complete. After the last fatal error is corrected, “submit” complete. (Under Construction)
 - j. Complete the Room Survey Audit – The surveyor will complete this after the Space coordinator has marked the room “complete”. (Under Construction)
 - k. Change the number of work stations.
3. **General Information:**
 - a. Since we are rolling forward the space data from the previous studies and other data capture activities, you most likely will only need to confirm the necessary fields.
 - b. **CIP Code** (Classification of Instructional Programs) – Only necessary if you deal with instruction (academic departments). If the room is prorated and you can separate the space between two or more indicated CIP codes, then do so. If you cannot separate the space, then use the bold CIP code on the CIP Code sheet, because it is the primary code.
 - c. **Use Code** – Every room needs at least one use code. If more than one is necessary, then the room will need to be prorated. Very few rooms should have this situation. When a room is only occasionally used for a different use, then list the primary use.

Survey Strategy

- The new Survey Strategy is to correct the errors generated by the existing space information.
- The validation process which was previously done by central administration now becomes part of the data collection and submission process.
- **Fatal Errors** – These errors have to be corrected before the space survey can be considered complete.
- **Warnings** – These discrepancies are not show stoppers, but they do provide another logic check as to the validity of the data.

Resources:

Please refer to the Space Inventory home website (<http://www.admin.mtu.edu/space>) for additional resource information that you can print with definitions of all of the codes on them.

Prorate Tip:

The only time a room should be prorated is if that room is split between two departments or if the room has multiple use codes. Our goal is to eliminate as many prorates as possible. What was once thought of as a good idea, really gave us insignificant data.

Tip:

Since the web space system is linked to the Banner HR system, and since each occupant may have a different payroll distribution, it is important to identify each occupant.

Do the following when a prorated is needed:

- i. E-mail the request to spaceinv@mtu.edu. In your e-mail, explain which room needs to be prorated, how many times they need to be prorated, what the square footage will be for each prorated, and what use codes will be assigned to the room.

- ii. The appropriate Banner indexes should be assigned to the applicable prorates.
- iii. The room's web space inventory page will be centrally updated within a few days with the proper changes.

Do the following when a prorate is no longer needed:

- iv. E-mail the request to spaceinv@mtu.edu. In your e-mail, explain which room no longer needs to be prorated, how many prorates need to be removed, what the square footage will be for each prorate (or what the total square footage will be).
- v. The room's web space inventory page will be centrally updated within a few days with the proper changes.

Occupant Tip:

Occupant is the key driver of the room data. This space system pulls in the Banner HR payroll data for the occupant. You need to review and compare the Payroll Distribution – Occupants with the indexes assigned in the Accounting Room Usage section. The two sets of indexes may not match perfectly, but they should be similar.

- d. **Func Code** (Function) – Every room needs a Func code. If a room has more than one function, then pick its primary function. Note that there is a difference between Central Stores (730) and Department Storage (315). Remember – this survey is from the campus level, not the department level.
- e. **Occupant** – Please list all the current occupant(s) of the room. We are also interested in grad-student room occupants. This web based system allows you to include as many occupants as necessary.
- f. **Occupant's Primary Room** – Occupants are often assigned to multiple rooms. This field is used to identify the occupant's primary room, for example their office.
- g. **Comments** – This field is optional. Include general comments about the room. As an example, "storage room" or "breakroom". Another example would be "Room is used by Dept X, but is assigned to Dept Y".
- h. **Room Condition** – This field applies to all rooms that have any research related activity. This is required for the NSF/NIH Survey of Science and Engineering Research Facilities. If the room has no assigned research activity, then you will not see this data field.

Occupant Tip:

This occupant data could be used for the campus telephone directory, so it is therefore important that it is correct.

4. Room attributes: Each attribute is a simple Yes/No question. The default is "No," so you will need to revise for the "Yes" attributes.

- a. **isc** – Does this room have equipment used for use charges? If so, then it is an Internal Service Center and it should have a D98xxx account attached to it. Please confirm that if the room is used for use charge activity, it should also include the equipment that is used for the use charge activity.
- b. **pdf** – Does the room description match the Facilities CAD drawings?
- c. **dor** – Does the doorplate match the room number assigned on the floor map?
- d. **Mounted overhead projection system and screen** – We are often asked "How many rooms have multimedia presentation capabilities?" If the room has a computer projector mounted to the ceiling and a permanently mounted screen, then the answer is "Yes". If the room only has a screen, then choose "No".
- e. **Computer workstations used by Undergrad Students** – "How many computer workstations are accessible by undergraduate students?" Choose "Yes" if there is at least one computer workstation that is available to multiple undergraduate students.

Comment Tip:

There is no need to have redundant data. For example, if the occupant field is populated, and occupant data is also included in the comments field, then please delete the occupant from the comments field.

Attribute Tip:

New attributes continue to be added as we receive results from sources survey requests. If you have a data attribute need, just let us know and we can include your request in this table.

Recharge Center Tip:

Recharge centers are a favorite target for federal auditors on their space walk through. Make sure that this has been thoroughly reviewed.

Workstation Tip:

If there is a computer workstation that is available to both undergraduate and graduate students, then choose "Yes" for both of these questions.

- f. **Computer workstations used by Graduate Students** – This question is to help us answer the question “How many computer workstations are accessible by graduate students?” Choose “Yes” if there is at least one computer workstation that is available to multiple graduate students.

Workstation Tip:

If you have a computer that is used by students, but they are working as an employee, then choose “No”.

- g. **Tech Finder** – Does this room include equipment that is part of the Tech Finder system? You do not have to populate this field. It is populated by the Technology and Economic Development department.
- h. **Air conditioning** – Is this room air conditioned?

Workstation Tip:

Do not lose sleep over how many workstations are in a room. This is most critical when the room is a classroom. Just use your best judgment.

5. **Total workstations** – The number that is currently populating this field is from the prior space study. The general rule is to list the normal maximum occupancy of the room. Revise as necessary.
- i. Classrooms – Office Student Records and Registration (OSRR) should list the maximum number of students you would like in the room (number of seats).
 - ii. Offices – list the normal amount of people who are usually in that office. If an office usually has one person, but also has a small table with chairs, just list one person.
 - iii. Conference room – list the number of seats.
 - iv. Machine shop – list the number of machines.

Resource Tip:

Use the [FAQ](#) section of the space inventory website for valuable resources. You can also e-mail spaceinv@mtu.edu if your question is not listed on the FAQ page.

6. **A-21 Space Study – Room usage (aka) Functional Percentages** – See the [Space Survey Definition Sheet](#) for an explanation of these items. The [Definition Sheet](#) also includes examples of rooms to include and rooms to exclude from each category. The fields are currently populated with information from the prior Space inventory study. Revise as necessary.

Tip:

Do not lose sleep over how many workstations are in a room. This is most critical when the room is a classroom. Just use your best judgment. Since this Space survey of the functional use of the room is for the whole fiscal year, the “365 less days” option will report the occupant’s Banner salary and wage accounts for the last several months. This information should be an invaluable tool for completion of the Accounting – Room Usage section.

7. **Payroll distribution – Occupants:** This information comes from the Banner HR tables associated with the assigned room occupant. You only need to review this data. You do not have to input or change any of this data.

8. **Accounting – Room Usage (aka) Indexes** – Lists the index(es) that are assigned to each room with research related activity. This system is date sensitive so you can use the [show current and past](#) feature to view the room history.

9. **Equipment** – Review the assigned pieces of equipment with your Equipment Coordinator. This is not a complete equipment inventory list. This equipment list only includes equipment items that are not fully depreciated.

Tip:

Since the occupant’s time and effort is recorded in Salaries and Wage expenses, we are most interested in Banner indexes with S&W expense.